



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

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<http://www.orport.ang.af.mil>

AMENDED

Amended to reflect PCS is Available

Announcement #AF05-138

HUMAN RESOURCES SPECIALIST (Information Systems)

Nationwide Air Technician Vacancy Announcement

Open Date: 26 September 2005

Closing Date: **26 October 2005**

Series/Grade: GS-0201-09/11

Salary Range:

GS-09 \$43,346 - \$56,347 Per Yr

GS-11 \$52,446 - \$68,180 Per Yr

ENL AFSC: 3A0X1, 3SXXX

PD#: 80499E, 80497E

Location: JFHQ-HRO,
Oregon Military Department, Salem, OR

Type of Appt: Excepted **X** Enlisted **X**

PCS: PCS is available.

Although this position is located on the west coast, our cost of living is reasonable and you can still afford to buy a house here. We have beautiful summers with no humidity and winters that are mild but sometimes overcast. The duty location of this position is within 60 miles of one of American's top 10 "most livable cities." The Oregon coast is within 60 miles as well as the Cascade mountains. We do not have a sales tax in Oregon although we do pay an income tax.

Areas of Consideration:

First Area: Current permanent full-time support personnel of the Oregon ANG.

Second Area: All Members of the Oregon ANG.

Third Area: Individuals eligible for membership in the Oregon Air National Guard.

Summary of Duties:

This position is located in a state Human Resources Office (HRO) that has responsibility for servicing both Army and Air National Guard full-time personnel. Incumbent selected at the GS-11 level will serve as a Human Resources Specialist (Information Systems) in planning,

operating and administering the operation of the DOD Enterprise-Wide Automated Human Resources (HR) System called Defense Civilian Personnel Data System (DCPDS). Incumbent selected at the GS-09 level will provide technical assistance and guidance to staff and line managers, supervisors, the Human Resource Officer, functional chiefs, specialist staff, and clerical staff in the operation, maintenance and capabilities of Human Resource Information System. Incumbent will direct and monitor operations and maintenance of local personnel system.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in AFSC related to the position. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Experience, education, or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-09** level must have **24 months** and applicants applying at the **GS-11** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Ability to communicate effectively.
2. Knowledge of the fundamental principles, concepts, techniques, and guidelines of personnel management.
3. Skill in gathering information and data for preparing reports.
4. Ability to prepare written guidelines using applicable publications, rules, regulations, procedures and policies.
5. Ability to work closely with specialists, in the other personnel specializations which may be involved in the problems to be resolved.
6. Ability to analyze quality control queries, personnel/payroll data reconciliation, rejected actions and reports to determine trends, problem areas and recommends modifications.

Substitution of Education for Specialized Experience

GS-09: Completion of two full academic years of graduate education which are in the fields of education, or a related area, will meet all the requirements.

GS-11: Three full academic years of graduate education which are in the fields of education, or a related area, will meet all the requirements.

Appropriate education and training other than that stated above, such as military training programs, will be credited on a month for month basis.

Special Information

Unit of military assignment is JFHQ in **ENL AFSC: 3A0X1, 3SXXX**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard paid student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)
must contain:**

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%